



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

KSB/KSD ADMINISTRATOR IV

Job Number: 20001106

Job Code: 53650V161016

Job Group: 5300 - EDUCATIONAL ADMINISTRATIVE

Job Established: 12/16/1998

Job Revised: 10/16/2016

Grade: 73 Salary (MIN - MID):

\$31.469-\$40.889 - Hourly

\$5,113.70-\$6,644.44 - 37.5 Hr. Monthly Salary

\$0.00-\$0.00 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides administrative support at the Kentucky School for the Blind or Kentucky School for the Deaf in least one of the following areas: Assistant Superintendent--manages and supervises non-instructional personnel, programs, and activities, OR; Principal--directs academic and vocational programs, OR; Program Services Manager--plans, coordinates and implements programs for vision and /or hearing impaired students, OR; Dean of Students--develops, organizes and implements an after school hours curriculum for deaf or blind residential students and supervises professional and paraprofessional staff in carrying out these programs in the dormitories, OR; Support Services Officer--coordinates and/or supervises personnel in one of the various phases of support services for educational programs (such as Child Study Center, Learning Resources Center, Multi-Disabled Blind or Deaf Education, etc.), OR; Administrative Services Officer--provides technical advice in personnel administration or business affairs, OR; Teacher Supervisor--supervise and evaluate the work of teachers and aides who instruct students with vision and/or hearing disabilities in academic areas, and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess Rank II or higher rank certification with the Kentucky Department of Education or Education Professional Standards Board. <http://www.kde.state.ky.us/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Develops and implements policies and procedures relating to non instructional programs and activities. Supervises professional and paraprofessional staff, (this includes teachers) and evaluates performance. Administers and supervises non instructional activities to include, but is not limited to: maintenance of inventory systems of all equipment and supplies; monitoring the vehicle utilization, maintenance program, and maintaining documents of same; rental of school facilities by organizations and other agencies; purchasing of all equipment and supplies needed; development, maintenance, and supervision of all financial accounting, auditing systems, and financial transactions. Prepares and maintains budget for the school. Plans, develops, and operates the daily school programs to include, but is not limited to, program scheduling, teacher scheduling and assignments, school wide in service/staff development, instructional supply budgets, building security and inter departmental coordination. Drafts, coordinates, and evaluates federal grant programs. Interprets, applies and enforces school policies and procedures, and participates in the revision or development of academic policy. Maintains discipline of students. Plans the curriculum for the school. Sets up procedures for handling evening and week end emergencies. Conducts research for new technology to aid the blind or the deaf. Develops, organizes, and maintains an ongoing program of curriculum development for dormitory hours. Monitor the implementing the after school programs. Attends meetings and conferences. Addresses civic, professional, and business groups on the problems and goals of modern education. Inspects dormitory and recreation areas to ensure that they are kept clean and orderly. Conducts interviews and recommends hiring of staff. Interprets, applies, and enforces state and federal laws, rules, regulations and policies relating to a specific diagnostic, media service or special instructional program. Works in conjunction with other professionals at the school to plan programs, implement changes and evaluate progress as part of a total educational program. Serve on various committees. Compiles surveys and research data relating to deafness or blindness. Maintains personnel records. Provides technical assistance to management in areas such as: classification, compensation, recruiting, benefits, disciplinary action, layoffs and grievance procedures in accordance with the Personnel laws and rules. Prepares reports such as budget projections of personnel expenditures, turnover, recruitment, and EEO activities. Develops staffing patterns. Observes instruction and makes recommendations for improvement. Critiques, evaluates, and makes recommendations concerning daily lesson plans. Prepares instructional plans and programs. Reviews student progress reports. Plans and coordinates in service programs for teaching staff.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Works primarily in an office but will often work throughout the school grounds. Occasional travel required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.